

Microsoft® Office 365™ Introduction Quick Reference



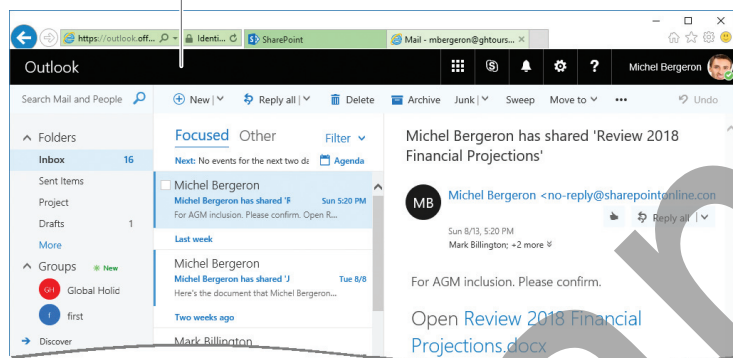
Exploring Microsoft Office 365 and its Interface

Microsoft Office 365 is a subscription-based service that provides access to software and various services via the Internet (the cloud). Although there are different plans to accommodate large enterprises, businesses, and home users (which determine service levels and costs), the general concept of Office 365 is for users to obtain cloud-based services such as business class e-mail and web conferences (including calendar, people/contacts, tasks, presence status, and instant messaging management), business class file management (including personal file storage, an intranet team site for collaboration), newsfeeds, access to Office Online (apps), as well as security for viruses and spam. Other services and software are available based on the selected plan such as access to desktop and mobile versions of the Office applications, and/or a public website to name a few. A main advantage of Office 365 is that documents and services can be cloud-based, allowing you to share and access them while you are away from your office computer (provided you have access to a computer or mobile device with an Internet connection).

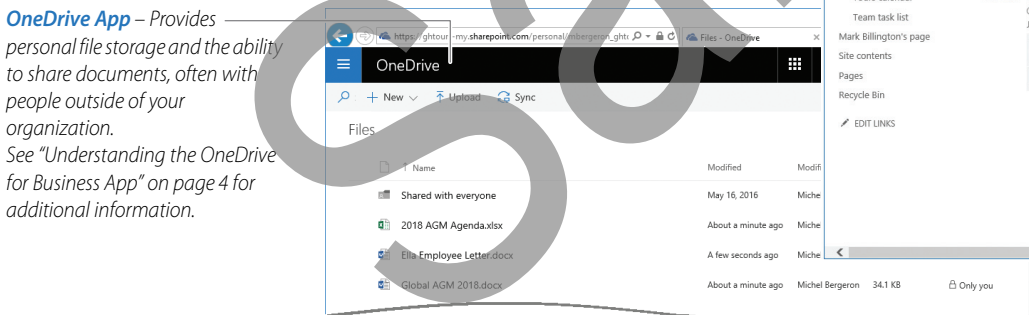
Navigation bar – Contains buttons that allow you to launch apps, display notifications, change settings, obtain help, and access your Office 365 account.

App Launch – Provides access to the apps that are available with your Office 365 subscription.

Outlook Web Access Apps – Office 365 includes four apps: **Mail**, **Calendar**, **People**, and **Tasks** that make up Outlook Web Access (OWA). OWA allows you to manage e-mail, appointments/meetings, contacts, use instant messaging, as well as create and assign tasks. See “Understanding Outlook Web Access Apps” on page 3 for additional information.



OneDrive App – Provides personal file storage and the ability to share documents, often with people outside of your organization. See “Understanding the OneDrive for Business App” on page 4 for additional information.



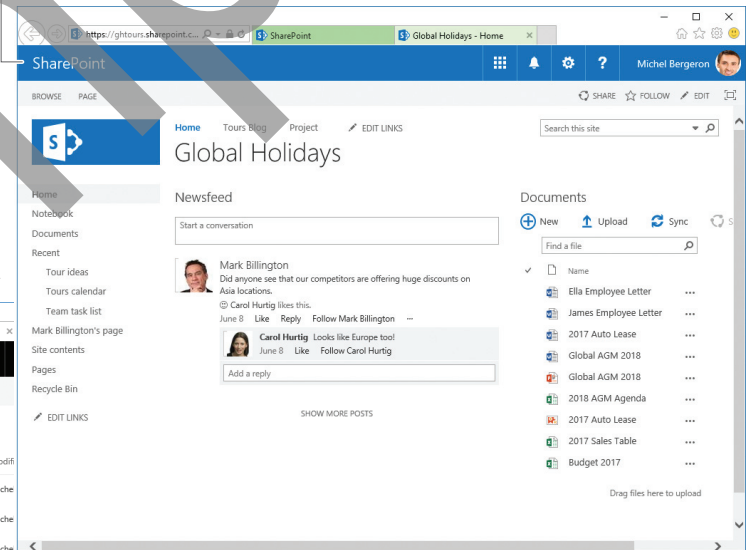
Notifications – Provides access to Office 365 messages and notifications (e.g., when someone shares a document with you).

Settings – Provides access to various Office 365 settings and options, including general display/theme settings, password, and language settings (to name a few).

Account Picture – Provides access to your account to sign out, or manually sign in (if required) to Office 365. In addition, you can change your presence status and change mailboxes when using the Outlook Web app.

Help – Provides contextual help information specific to each app and option.

SharePoint Online App – Provides access to the **team site** and the **public site** (if available). The team site (shown below) can be used by team members within an organization to work together on projects. See “Understanding the SharePoint Online App and Team Sites” on page 5 for additional information.



Featured Objectives

PAGE 1

Exploring Microsoft Office 365 and its Interface

- Learn about the Microsoft Office 365 user interface including its screen components and some of its apps.

PAGE 2

Getting Started

- Learn how to sign in and out of Office 365, install Office 2016 applications, launch apps, customize app tiles, as well as change your Office 365 settings such as language and your password.

PAGES 3

Working with Outlook Web App

- Learn how to create, send, and manage messages.

PAGES 4

Working with OneDrive

- Learn how to upload, share, and delete files, as well as create folders.

PAGE 5

Working with SharePoint Online Team Sites

- Learn how to browse and search the team site, upload, view, and edit documents, add lists, as well as create and save sort views.

PAGE 6

Working with the Newsfeed

- Learn how to start and view conversations, like and reply to conversations, as well as follow people, documents, and sites where you can be informed the moment content changes.

PAGES 7 and 8

Working with Skype for Business

- Learn how to set your presence status, search for people, as well as start and manage instant message and call conversations.

Understanding Delve

- Gain understanding about the Delve app.